Memorandum of Agreement
External Program Review
Department of Political Science
College of Arts and Sciences
October 2015

Members of the Political Science Department faculty, the Dean and Associate Dean of the College of Arts and Sciences, the Social Sciences Division Chair, and the Academic Affairs Budget Analyst met on September 30, 2014 to review and discuss the Department’s program review by Dr. Sean Kelly, Professor of Political Science from CSU, Channel Islands. The group agreed upon the summary points and action plan that follow:

Summary Facts:

1) The Political Science Department consists of five tenure-track faculty members (Todd Belt, Su-Mi Lee, Sarah Marusek, Enbao Wang, and Katherine Young), one instructor (Amy Gregg) who teaches and is housed in the Gender and Women's Studies program, and between 5 and 7 regular lecturers from the community.

2) The Department offers a BA degree, a minor, and a certificate in International Studies. Since 2010, it also houses the Administration of Justice (AJ) interdisciplinary major. In addition, the Department runs two competitive internship programs at federal and state off-island legislative offices. The Department also supports a local internship program with many opportunities available to students on Hawai‘i Island and in American Samoa. For many years, the Department offered an award-winning Model United Nations program. Additionally, the Department offers university-wide Pre-Law Advising.

3) The Department has graduates who have attended prestigious post-graduate programs at Columbia University, Rice University, Hastings Law School, Harvard Law School, University of Denver, Richardson's Law School, and the University of Hawai‘i Manoa.

4) The Department offers LD (100-200 level) and UD (300-400 level) courses in: American Politics, Comparative Politics, Political Theory, Public Law, International Relations, and Research Methods.

5) The Department offers courses that contribute to the University’s General Education Curriculum in the categories of Social Science Area requirements, Global and Community Citizenship, Hawai‘i Pan-Pacific and Writing Intensive Integrative requirements.

6) The Department supports the Harry S. Truman Scholarship (with a 2012 winner and 2014 interviewee) and the Rotary Peace Fellowship.

7) Over a six period (Fall 2008 to Fall 2013), the Political Science Department averaged 84 majors per year, although the number of majors has steadily decreased from a high of 96 majors in 2009-10 to a low of 64 majors in 2013-14. However, during this same time under the guidance of the Department, enrollment in the AJ major more than doubled.
8) In that same period, the Political Science Department generated an average of 1,245 student semester hours (SSH) 19 graduates per year.

9) The Political Science Department currently has an SSH/FTE ratio of 334.8 compared to the Social Sciences Division average of 347.9. This places the department in the middle of all nine Social Sciences Division departments (four have ratios that exceed the department’s, and four have ratios below the department’s).

10) The Political Science Department offers courses that exceed the average class size in the Social Sciences Division and in CAS overall. For Fall 2015, the Political Science Department’s class size averaged 23.5, compared to 21.5 for Social Sciences and 19.4 for CAS. Since 2005, the class size for Political science has, on the average exceeded the Social Science average by 3.5 students and the CAS Average by 6.5 students.

11) The Political Science Department currently has a retention rate of 42%, compared to the Social Sciences Division average of 52% and the CAS average of 49%.

External Reviewer's Recommendations:

1. The university should devote considerable resources to support High Impact Education Practices undertaken in the Department – e.g., Model UN, Internships, Mock Trial, travel funding for students to attend conferences. A $25,000 minimum budget seems appropriate.

2. Once funding is secured, Department should include statement about High Impact Education Practices to their learning goals and objectives.

3. Negotiate changes in the AJ curriculum – i.e., paring down the number of acceptable electives; adding methods-like courses; adding a capstone-like experience.

4. Implement a pre-law certificate or minor.

5. University should fund at least one professional development trip (conference, symposium, research site visit, etc.) per year for every faculty member.

6. The University should give the Chair of Political Science at least one course per semester release time, plus a stipend, for performing the duties of chair during the summer.

7. The University should hire one additional faculty member in the field of Public Administration. This new faculty member would offer courses that support the POLS and AJ majors.
Commitments

The POLS department agrees to:

1. Work on improving recruitment and retention of students through the following specific actions:
   a) Update department brochure. (Dean’s Office agrees to fund this.)
   b) Develop and maintain a more professional online (webpage) presence. (Social Sciences Division agrees to fund this.)
   c) Work with the college and division to track majors post-graduation.
   d) Engage in research to discovery why there is a decline of POLS majors, and develop strategies for improving it.

2. Continue with, and expand where appropriate, programmatic and institutional assessment.
   a) Department assessment using POLS 101 and POLS 470 as beginning and end points.
   b) Written assessment using POLS 101 and POLS 470 as beginning and end points.
   c) Quantitative assessment using POLS 101 and POLS 470 as beginning and end points.

3. Explore possibility of developing a POLS 200 (Careers in Political Science) course for majors to expose them to career possibilities with POLS degree.

Commitment Fulfilled prior to Completion of this Document

1. Dr. Marusek, in her capacity as pre-law advisor, organized with eight departments, crafted and submitted for review a pre-law certificate program. The certificate is currently in the curriculum review process. The department contributes to this program.

Administration agrees to:

1. Pay for the new POLS program brochures (CAS Dean’s Office).

2. Pay to update the POLS website (Social Sciences Division / CAS Dean’s Office).

3. Explore redirecting some funds to the POLS internship program to create some paid internships for students (VCAA’s Office).

4. Explore funding for the undergraduate student travel support to conferences (CAS Dean’s Office / VCAA’s Office).

5. Explore funding for the Model UN program (CAS Dean’s Office / VCAA’s Office).
6. Consider a new faculty position in POLS for a specialist in the subfield of Public Policy/Public Administration that would support both the POLS and the Administration of Justice (AJ) programs. This consideration is contingent upon the availability of funding and robust enrollments in the POLS and Administration of Justice programs (CAS Dean’s Office / VCAA’s Office), but is not contingent upon the housing of the AJ program within the POLS Department.

**Departmental Approvals:**
Sarah Marusek, Chair
Todd Belt
Enbao Wang
Su-Mi Lee
Katherine Young

**Administration Approvals:**
Thom Curtis, Social Sciences Division Chair
Randy Hirokawa, CAS Dean
Susan Brown, CAS Associate Dean
Matthew Platz, VCAA